Early Childhood Education & Assistance Program

Washington State Department of Early Learning

ELMS Eligibility and Enrollment Manual

Revised October 2013
Version 2.1

Please check the DEL ECEAP website at
http://www.del.wa.gov/publications/eceap/docs/ELMS_training_eligibility_enrollment.pdf
for the most recent version of this manual.

For ELMS Support
email: elms@del.wa.gov

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Purpose of this Manual

This manual is written for staff who have access in the ELMS Eligibility/Enrollment role. These staff may have a variety of actual job titles such as teacher, family support staff, ERSEA staff, etc. This manual explains how to use ELMS to enter child prescreens and applications, determine if children are eligible for ELMS, prioritize eligible children, use waiting lists, enroll children in classes, and complete transfers and exits.

Definitions

"DEL" means the Washington State Department of Early Learning, which manages ECEAP contracts.

"ECEAP" means the Washington State Early Childhood Education and Assistance Program.

"ELMS" means the Early Learning Management System, the data system for ECEAP for which this document is the administrator's manual.

"Contractor" or "ECEAP Contractor" means an organization that contracts directly with DEL to provide ECEAP services to children and families.

"Subcontractor" means an organization that contracts with an ECEAP Contractor to provide ECEAP services to children and families. All subcontractors are associated with contractors. Some contractors do not have subcontractors.

"Site" means a location at which there are ECEAP classes. Sites which are associated directly with a contractor rather than being associated to a subcontractor are called "Direct Service Sites." All sites are associated with either a contractor or a subcontractor.

"Class" means an ECEAP supported class of children. It is not the classroom, as a classroom may be split into multiple classes such as "AM and PM" or "MWF and TTh". All classes are associated with a site.

Getting Access to ELMS

Before you can get into ELMS, your agency's ELMS Administrator must request access for you. Then you receive an email from the "DEL Portal" with:
1. An activation link
2. Your user name (either your email address or your STARS ID)
3. A temporary password

ELMS Security

ELMS roles are designed so that each ELMS user can only see child records and areas of ELMS pertinent to their job role.

Related ECEAP Performance Standards

ELMS is aligned with the July 2013 ECEAP Performance Standard. This version completely revised Section B: Enrollment and Eligibility. Please review the Section B Standards at www.del.wa.gov/publications/eceap/docs/ECEAP_PerformanceStandards.pdf.

The goal of ECEAP eligibility and enrollment standards is to ensure that the children most in need of ECEAP are enrolled, within the state's allotted funding. ECEAP staff must:

- Verify if children are eligible by age, income, special needs or risk factors. (Standards B-101 to 108)

- Review all applications of eligible children and prioritize them to determine which children to enroll in the available ECEAP slots. In most parts of the state, there are more eligible children than funded ECEAP slots in classes. The priority point system built into ELMS automates this step. (Standard B-108)

- Maintain full enrollment. (Standard B-109)
    - Fill 100% of funded ECEAP slots at each site no later than 30 calendar days after children's classes begin. A child must attend class in person to count as part of 100% enrollment.
    - Fill vacant slots at each site within 30 calendar days from the exiting child's last day in class. It is optional to fill vacancies during the last 60 calendar days of the school year.
    - Fill vacant slots within 30 calendar days of the first day of class to replace children who were enrolled but never attended.

- Maintain prioritized waiting lists. (Standard B-110)

Paper Enrollment Forms

DEL created sample paper forms that are aligned with ELMS and may be useful during your enrollment processes. The forms are available at www.del.wa.gov/publications/eceap/default.aspx, in the "Enrollment" section. These forms include:

- 2013 Federal poverty level chart
- Child Prescreen (sample)
- Child Application (sample)
- Child Prescreen and Application, combined (sample)
- Child Prescreen and Application Instructions
- Over-Income Limits
- Priority Point Chart
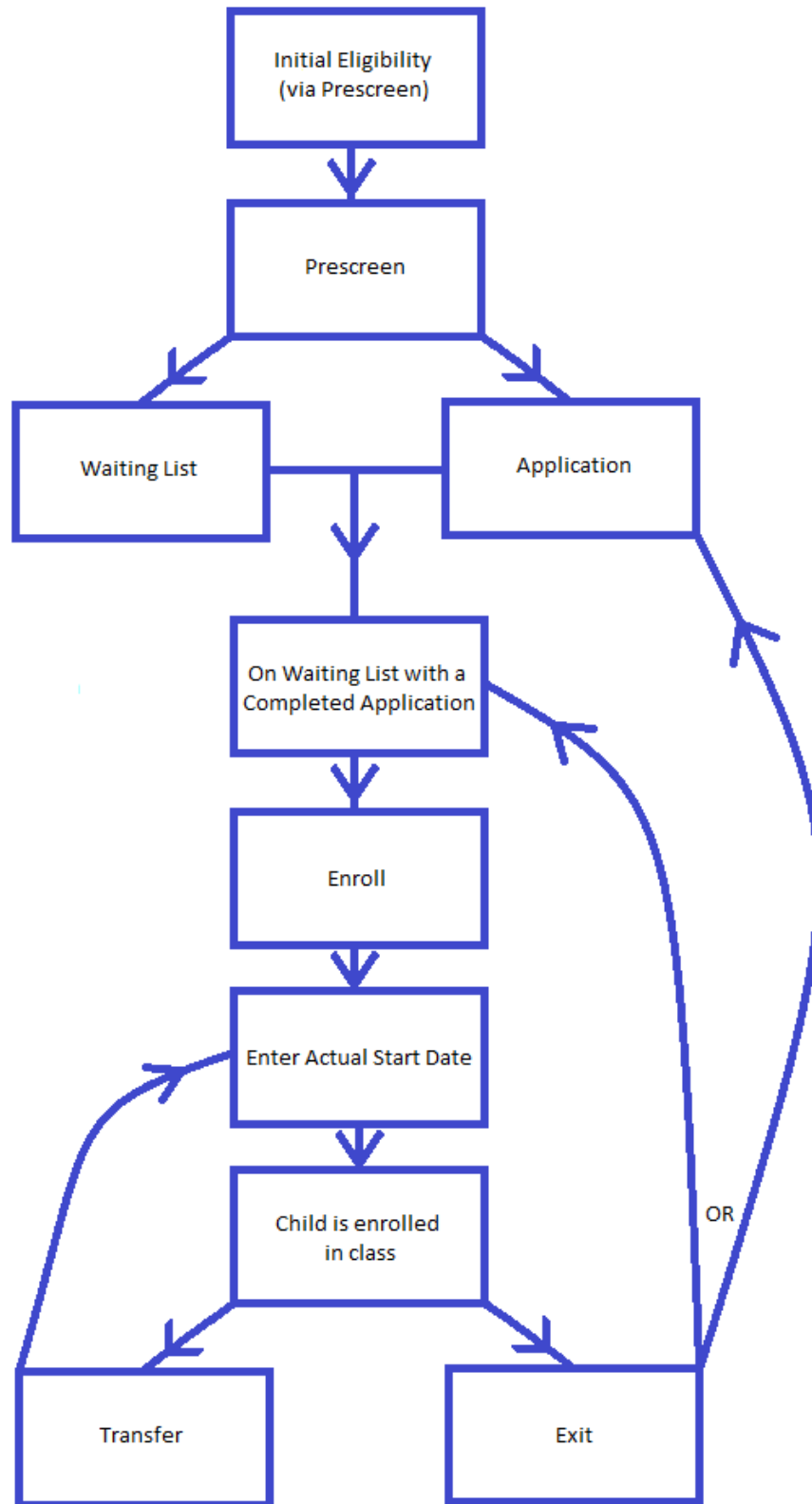- Verification Worksheet (sample)

The forms are optional and you may customize them to better meet your needs. Or, you may choose to go paperless and enter your data directly into ELMS, in which case you can print the Child Application for parent signature.

Using ELMS for Eligibility and Enrollment - Overview

ELMS is designed to guide contractors through eligibility verification and prioritization, in accordance with the 2013 ECEAP Performance Standards.

- **Prescreen** – You start each new child record in ELMS with a prescreen. Some ECEAP contractors proceed immediately to the child application, and some evaluate prescreens to determine which children's applications to complete. ELMS is designed to allow both processes.

- **Application** – After a prescreen is completed, use the application to enter and verify detailed child and family information. In the application, you can correct any information that changed since the prescreen, except the child's name which can be changed after enrollment.

- **Waiting List** – You may add a child to an ECEAP waiting list for one or more sites that they may attend. Do this on the last step of their completed prescreen (recommended). You may also add them to a waiting list on the last step of their completed application, or from the Child Search page. You must place each child on a waiting list, and compare their priority points to other children, before you can enroll the child in a class within ELMS.

- **Enrollment** – From the prioritized waiting list, you can enroll children in classes within ELMS. At that time, you enter their expected start date and assign their family support staff. Children who are enrolled in classes within ELMS are officially occupying an ECEAP slot and will show up on the ELMS enrollment reports.
    - By October 15, you must enroll children in classes in ELMS for all funded slots, including children with future start dates, if any.

- **Actual Start Date** – On or after a child's first day attending class, return to ELMS to enter their actual class start date. This day starts the 90-day countdown for required screenings. You can enter the actual start date it on the Child tab > Bulk Updates page, or on the Monthly Report tab > Class page. Once an actual start date is assigned, the child will be counted on the Monitoring Dashboard and Enrollment Maintenance reports. Entering an actual start date declares that a child actually attended the class in person. Do not enter an actual class start date until the child has shown up to class.

- **Transfer** – ELMS has a transfer function to move children between classes. When a child is transferring between ECEAP contractors, you must contact elms@del.wa.gov for assistance.

- **Exit –** When a child has been enrolled in a class within ELMS, and withdraws or never attends, you complete the Exit process. At the end of the school year, you exit all children even if they will return again the next year. You can exit a child from the Child Search, the Monthly Report > Class page or their Class Roster.

This chart outlines the steps for using ELMS to enroll a child in ECEAP:

```
                    ┌─────────────────────┐
                    │  Initial Eligibility │
                    │   (via Prescreen)    │
                    └──────────┬──────────┘
                               ▼
                    ┌─────────────────────┐
                    │      Prescreen       │
                    └──────────┬──────────┘
                   ┌───────────┴───────────┐
                   ▼                       ▼
        ┌───────────────────┐   ┌───────────────────┐
        │   Waiting List    │   │    Application     │
        └─────────┬─────────┘   └───────────────────┘
                  ▼
        ┌─────────────────────────┐
        │  On Waiting List with a  │
        │  Completed Application   │
        └────────────┬────────────┘
                     ▼
        ┌─────────────────────────┐
        │         Enroll           │
        └────────────┬────────────┘
                     ▼
        ┌─────────────────────────┐
        │  Enter Actual Start Date │
        └────────────┬────────────┘
                     ▼
        ┌─────────────────────────┐
        │   Child is enrolled      │
        │        in class          │
        └────────────┬────────────┘
            ┌────────┴────────┐
            ▼                 ▼
     ┌──────────────┐  ┌──────────────┐
     │   Transfer    │  │     Exit      │
     └──────────────┘  └──────────────┘
                            OR
```

Child Tab

Start on the Child tab of ELMS when you want to find a child's record, start a prescreen for a new child, view waiting lists, update children's records, or transfer or exit children.
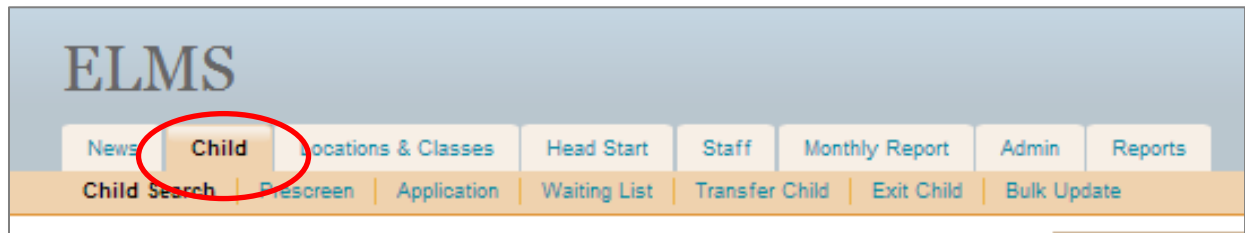
Child Search

You can search for a record for a child who is already in ELMS from the Child Search page. To see a list of all the children you have permission to view, click Search without entering any search criteria.

To search for an individual child or specific group of children, fill in one or more of the search fields. You can enter all or part of a name. If you enter more than one search criteria, then click search, you will see the list of children who satisfy ALL of those criteria. For more broad results, only use one search field.

Based on your security levels in ELMS, some search fields may be grayed out. For example, if you have permission to view only one ECEAP site, you cannot change the site search criteria.

Searching by Child Status

Child Status describes where a child is in the enrollment process. Use the **Child Status** search parameter to produce a list of children with that status, for example to produce a list of children who have exited. If you select two status categories, you will only see the children who satisfy both, such as children who have a completed application <u>and</u> are on a waiting list.

- **Incomplete Prescreen** shows children whose prescreen was started but not completed.
- **Complete Prescreen** shows children whose prescreen was completed, who are <u>not</u> on a waiting list.
- **Incomplete Application** shows children whose application has been opened but not completed, who are <u>not</u> on a waiting list.
- **Complete Application** shows children whose application was completed, who are <u>not</u> on a waiting list.
- **On Waiting List** shows all children on waiting lists, regardless of other status.
- **Enrolled in Class** shows all children currently enrolled in a class.
- **Transfer Pending** shows all children who have been transferred with a future start date in the new class. After the start date, they will be on the Enrolled list.
- **Incomplete Exit, Further Action Required** shows all children whose exit process has started but not completed.
- **Exited Program** shows children who were enrolled in, and attended, class then were exited. It shows these children even if they are now on a waiting list or re-enrolled.

Child Search Results

Your child search will produce a list of children with the following information:

- **Child ID**, a unique number that you can use for confidential communication.
- **Site**, for children enrolled in a class or assigned to a site waiting list.
- **Class** and **Teacher**, for children enrolled in a class.
- **Child Status** (see definitions above)
- **Actions** that you can do with this child record. Action links are available based on your ELMS security permissions and the child's current status. For example, the Child/Family Updates link is only available for enrolled children.
  - **Add to Waiting List** – Add the child to one or more waiting lists.
  - **Child/Family Updates** – Change the child's name, address or household members; add health care information; enter developmental screenings, parent/teacher conferences and family support contacts.
  - **Complete Prescreen** – Finish entering the child's prescreen.
  - **View Prescreen** – Read, but not edit, the child's completed prescreen.
  - **Complete Application** – Finish entering the child's application.
  - **View Application** – Read, but not edit, the child's completed application.
  - **Notes** – Record free-form notes about the child, before they are enrolled in class. These notes follow the child throughout their time in ECEAP and can be viewed by anyone who can see that child in ELMS.
  - **Enroll** – Assign the child to a class, and add their expected start date and family support staff.
  - **Enrollment History** (for admins only) – View the child's start, transfer and exit dates.
  - **Transfer** – Transfer an enrolled child to a different class.
  - **Exit** – Start or complete the exit process.

TIP: If you would like to perform the same action for multiple children, click the check boxes to the left of children's names and select the **Exit, Transfer** or **Bulk Update** above the child list on the right.

Child Prescreen

You start each new child record in ELMS by entering a prescreen. Some ECEAP contractors proceed immediately to the child application after the prescreen, using one seamless process. Some evaluate prescreens to determine which children's applications to complete, using a two-step process; these ECEAP Contractors tend to have many eligible children in their communities. ELMS is designed to allow both processes. Everyone must use the prescreen <u>section of ELMS</u>, but it is a local decision for ECEAP contractors to use a prescreening <u>process</u> or not.

There are four ELMS pages in the Prescreen:
- Determine Initial Eligibility
- Step 1 – Child Info
- Step 2 – Parent Info (which includes the Estimate Family Income wizard)
- Step 3 – Estimated Priority

You may gather the Prescreen information from parents by phone, with a paper form or in person.

To start a new prescreen, click the "Prescreen" link on the Child tab. This is the first step for every child's record in ELMS. This is the <u>only time</u> you click on this prescreen link.
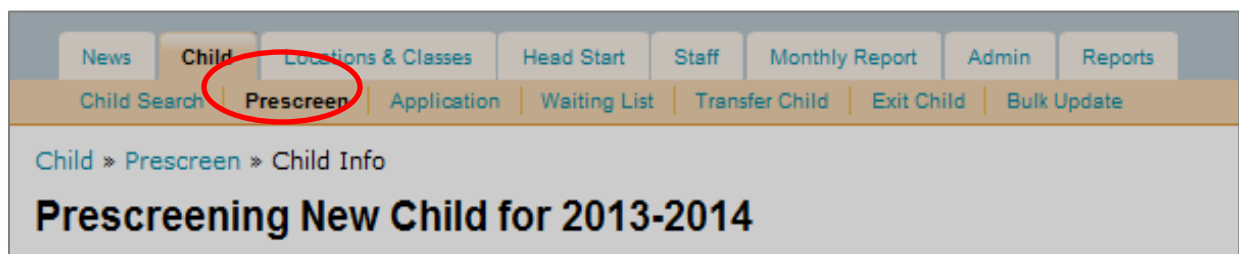
Determine Initial Eligibility

The **Determine Initial Eligibility** popup will appear (see below). It quickly determines if a child meets some minimum requirements to be in ECEAP. These requirements are:
- The child must be 3- or 4-years-old on August 31 of the school year they are applying for.
  - NOTE: Children will retain this age in ELMS for the school year, regardless of birthdays. A child who is 4 on August 31 will be counted as a 4-year-old all school year.
- The child must <u>not</u> be in Head Start at the same time as ECEAP.
- The child must not be in ECEAP at another location.

To complete this page:
- Enter the school year for which the child is applying.
- Enter the child's birth date.
- Click the checkbox to verify that the child will NOT be simultaneously enrolled in Head Start.
- Enter the child's <u>Legal Name</u> from their birth certificate or from a legal name change document. Using their legal name at this point helps avoid duplicate entry of children in ELMS.

If you want to leave this page before you complete it, use your browser's Back button or click **Cancel.**

If a child meets these preliminary ECEAP requirements, you will see this at the bottom of the page. Click **Next** or **Begin Prescreening Process** to proceed.

If the child does not meet the preliminary ECEAP requirements, you will see this at the bottom of the page and you will not be able to continue with the child's prescreen:

Enrolling Children Who Are Already in ELMS

If you complete the **Determine Initial Eligibility** popup for a child who is already in ELMS, you will see the message below. ELMS finds possible matches with the child's first name, last name, or birthdate.

Possible Matches Found Enrolled in ECEAP

Select the child you are attempting to prescreen from the list, if they exist. Otherwise, select Child Not Listed Above.

Pretend Child (View)

Child Not Listed Above

If you have access the child's current record, you can click **View** to see the matched record and determine if it is the same child. If it is the same child, please do not start a new prescreen.

- If you cannot see the child's original record, it means that it is with another site or ECEAP contractor. Your ELMS Administrator or the DEL support folks at elms@del.wa.gov can move the child's record so that you can view it.

If you are certain that you are entering a different child, click **Child Not Listed Above** and proceed with the prescreen.

IMPORTANT!
DEL has been asked if you can just start a new child record when you see the **Possible** Matches popup and you are in a time crunch. Please do not do this. ELMS is built to have one record for each child and will not be accurate if the same child is entered more than once. If a duplicate child record is created we must remove it. Cleaning this up takes more time than getting the child moved to the correct location in the first place.

If your ELMS Administrator is not readily available to retrieve a child record for you, please email elms@del.wa.gov and DEL staff will help.

Thanks for your efforts to keep ELMS accurate!

Prescreen Step 1 – Child Info

To complete this page:

- Correct prefilled fields as needed. Change the default **Prescreen Date** if the paper prescreen was completed on a different date.

- Answer the yes/no questions.
    - If the child is on an **IEP**, the question about suspected developmental delays or disabilities is disabled.
    - If the child is not on an **IEP**, answer whether or not there is a suspected delay according to parents, staff or other professionals. You would follow-up on a suspected delay during the developmental screening process later.
    - When a child is in **foster care**, the questions about homelessness and child-only TANF are disabled.
- (continued on next page)

- A child is **homeless** if they meet the definition under the McKinney-Vento Act – they lack a fixed, regular and adequate nighttime residence. If you mark that a child is homeless, you are asked an additional question about if they are with a parent or legal guardian. This is because some children qualify as homeless because they are temporarily with a relative, family friend or neighbor who does not have legal guardianship.
  - Special situation: Rarely, a child is homeless and receiving a child-only TANF grant (the next question on this page of the prescreen). You will not be able to select both in ELMS. Please select homeless , then count the child-only TANF grant as the only income. Do not enter additional family members in family size, other than their primary caregiver.

- **A child-only TANF grant** is awarded to a relative or other guardian caring for a child. It is from DSHS and the program may be called Non-Needy Relative, In Loco Parentis or Legal Guardian. Do not check "Yes" for this question if there is a TANF grant for the whole. That is recorded later on the income pages.

- Responses to "Child's First Language," "Is Child Hispanic/Latino?" and "Race" are required. If the parent chooses not to provide this information, you must enter your best understanding. Priority points are not associated with race and ethnicity, but collecting this data during the prescreen helps document non-discriminatory enrollment processes.

Prescreen Step 2a – Parent Info

To complete this page:

- Enter information for one **Primary Parent/Guardian** to provide initial contact information for the family.
- Enter **Additional Parent/Guardians** to help estimate family size and income. Only their name is needed here, to save you time during Prescreen. You will be able to add more information about these additional parents in the Child Application.
- Click the **Estimated Family Income** button to proceed. You cannot enter directly in the Family Size or Annual Income fields; these are filled based on the information you enter after you click **Estimated Family Income.** Exception: This button is disabled for specific children:
  - o For children in foster care, Family Size is set to 1 for ECEAP eligibility purposes and Annual Income is set at $5,084, the average foster care grant amount for one child. You will add the specific grant amount in the Child Application.
  - o If children who are homeless and <u>not</u> living with a parent or legal guardian, Family Size is automatically entered as 1 and Annual Income is $0. No further documentation of income is needed.
  - o For children with a child-only TANF grant, Family Size is set to 1 for ECEAP eligibility purposes and Annual Income is set at $3,660, the amount of a child-only TANF grant for one child. You will add the specific grant amount in the Child Application.

Prescreen Step 2b - Estimate Family Income

The Estimate Family Income button on Prescreen – Step 2 opens a popup with three steps:

- **Establish Households**, which determines which adults' incomes are counted.
- **Estimated Family Size**, which determines which household members count in family size for the purpose of calculating federal poverty level for ECEAP eligibility.
- **Estimated Family Income**

At the end of this mini-wizard, ELMS will estimate federal poverty level.

Estimate Family Income popup: Step 1 – Establish Households

To complete this page:

- Choose one of the three available checkboxes to describe who the child lives with. Be sure to select parent name(s) in the section you chose.
  - If you chose **Two parents/guardians in two households** you will be asked two questions to determine if one of the households is primary for ECEAP eligibility purposes. Read each question carefully.
  - If you chose one primary household you will need to enter the legal parent/guardian, and their spouse, if any. If so, income will be counted from both.
  - If neither household is primary, you will choose one legal parent/guardian from <u>each</u> household. Then, ELMS will count half the family size and half the income from each household, using the same formula as Head Start for joint custody situations without a primary household. ELMS will guide you through this calculation.
- Click **Next**.

Estimate Family Income popup: Step 2 – Estimated Family Size

On this page, you enter information to determine <u>family size</u> for the purpose of calculating the federal poverty level.

- ELMS has already counted the parent(s) and ECEAP child.
- Carefully read the next three questions and place the correct number in the boxes.
- If the child has two households, and neither is primary, you will be asked to answer these questions for each household.
- ELMS will show the total family size at the bottom of the page. Please note that this may be different than the number of people living with the child. This number is used only for calculating federal poverty level according to the ECEAP Performance Standards.

Click **Next**.

Estimate Family Income popup: Step 3 – Estimated Family Income

Enter the *estimated* income.

- Income does not have to be verified during the Prescreen, You can accept a parent's verbal statement, then verify during the Application.

- Click **Save & Close**. This will return you to Prescreen Step 2 where the family size and annual income are now displayed based on what you just entered.

- Click **Next** to proceed.

Prescreen Step 3 – Estimated Priority

This page will tell you if the Prescreen is complete or not complete. If incomplete, you will see:

- Click **View Incomplete Information** to see what is missing.

- Enter the required information and click **OK**.

This final step of the Prescreen includes:
- Estimated federal poverty level, calculated by ELMS.
- Estimated High, Medium or Low priority level based on data entered so far.

Prescreen for Mary Ellis is completed.

Estimated Federal Poverty Level 161.93%

How did your family find out about ECEAP? [▼]

Estimated Priority Level **Low**

It is recommended that this child be placed on a waiting list as soon as possible. This allows all ELMS users at the Waiting List site(s) the ability to provide services to the child in a more timely fashion.
Add Mary Ellis to Waiting List for the Following Site(s):

☐Parent Does Not Wish to Add Child to Waiting List

Select Contractor to Filter Sites by: ABERDEEN SCHOOL DISTRICT [▼]

^Site	^Location	^Available Slots	^Expected Rank	^Preference ^
☐ A.J. WEST ELEMENTARY	ABERDEEN		1 / 2	[▼]
☐ CENTRAL PARK ELEMENTARY	ABERDEEN		2 / 3	[▼]
☐ HOPKINS	ABERDEEN		2 / 3	[▼]
☐ ROBERT GRAY ELEMENTARY	ABERDEEN		1 / 2	[▼]
☐ STEVENS ELEMENTARY	ABERDEEN		1 / 2	[▼]
☐ Test Site	OLYMPIA	0	1 / 1	[▼]
☐ kldfjlkdfjf	dff	0	1 / 1	[▼]
☐ HOQUIAM SCHOOL DISTRICT	HOQUIAM		1 / 1	[▼]
☐ MCCLEARY SCHOOL DISTRICT			1 / 1	[▼]
☐ MONTESANO SCHOOL DISTRICT	MONTESANO		1 / 1	[▼]
☐ NORTH BEACH SCHOOL DISTRICT	OCEAN SHORES		1 / 1	[▼]

[Add to Waiting List(s)]

Next Steps

List of documents the applicant will mail or bring in.
Continue Application for Mary Ellis
Prescreen Another Child

[< Previous]   [Save & Close] [Clear]   [Next >]

From this page you can:
- Enter "How did your family find out about ECEAP?" if your agency collects that data.
- Add the child to one or more site **Waiting Lists.**
  - All children must be on the waiting list before they can be enrolled.
  - The waiting list sorts children by estimated and final priority points, allowing you to compare children's priority before deciding to complete applications.
  - DEL counts prescreened children in waiting list statistics.
- Print the **List of Documents** you want the family to provide for verification of eligibility.
- **Continue Application** for this child.
- **Prescreen Another Child.**
- **Save and Close**, if you are done working with this child's record for now.

Once completed, the prescreen is locked and you cannot make changes.
You can change most information later in the Child Application, if needed.

Child Application

Once the Prescreen is complete for a child, you can continue with the Child Application. In the application, you will enter and verify information about the child and their family. The purpose is to verify eligibility for ECEAP, learn enough about the child to prioritize them for enrollment, and begin documenting information related to ECEAP services.

The Child Application is pre-filled with information that you entered in the Prescreen. You can make changes here, if the child or family situation changed since the Prescreen or if you have more accurate information now.

The Application locks when the child is enrolled in a class within ELMS. You will not be able to make any changes after that point. If you discover an error later, contact elms@del.wa.gov.

There are seven steps in the Child Application:
- Step 1 – Verifications
- Step 2 – Family Info
- Step 3 – Income
- Step 4 – Previous Enrollment
- Step 5 – Environmental Factors
- Step 6 – Health Information
- Step 7 – Priority Points

Application Step 1 – Verifications

To complete the **Verifications** page of the Child Application:
- Review pre-filled information and update it if necessary.
- Enter the name of the staff person who viewed the documentation proving the child's eligibility.
- Enter the types of documentation viewed to verify the child's birth date, guardianship and family size.
- If the child is in foster care or on a child-only TANF cash grant, enter the actual monthly amount of the grant and the case number or client ID, after viewing the awards letter or similar document.
- If the Family Size information has changed, click on the **Change Family Size** button to update.
- Click **Next** to continue the Application.

Application Step 2 – Family Info

Application For Sadie Smith   **(Application Year 2012-2013)**

1 Verifications	2 Family Info	3 Income	4 Prev. Enrollment	5 Env. Factors	6 Health Info	7 Priority Points

Household Information

Street Address or PO Box   PO Box 10

City   Olympia   Zip Code   98501   County   Thurston ▼

School District   Olympia School District ▼

Phone   (360) 473-9176 x_____   Alternate Phone   (___) ___-____ x____

First Name	Last Name	Relationship to Child	Age	Counted in Family Size?	Actions
Suzie	Smith	Parent (Biological or Adoptive)	Unknown	Yes	Edit

Add Another Household Member

Household Situation
One parent/guardian in one primary household   **Change Household Situation**

< Previous   Save & Close   Clear   Next >

To complete the **Family Info** page of the Child Application:
- Review pre-filled information and update it if necessary.
- Edit or add household members.
- Click the **Add Another Household Member** button to add siblings and other household members. This is an optional step, but is available to inform your understanding of the child and your family support work. You will see this popup. Click **Cancel** or **Save** to return to the Family Info page.

Add Family Member to Sadie Smith

First Name: [_____]   Last Name: [_____]

Gender: [____] ▼

Relationship: [_____] ▼   Describe Other [_____]

Age Range: [_____] ▼   Birth Date: mm/dd/yyyy 📅

Count in Family Size: ☐

Cancel   Save

- If the child has siblings who are age-eligible for ECEAP, entering them here now allows you to clone part of the application for the second child later. (See page 36.)
- Review the Household Situation section. If changes are needed, click **Change Household Situation**. This returns you to the "Child Lives With…" page you completed during the Prescreen. See page 18 for instructions.
- Click **Next** to continue the Application.

Application Step 3a – Income Questionnaire

When you open Step 3 of the Child Application for the first time, you may see this popup:

Income Questionnaire

Notes
If a change is needed to the list of available parents/guardians below, please adjust the household situation on the Family Info page.

Family Income
During the last 12 months or the last calendar year, this family received income? ○ Yes   ○ No
Does Suzie Smith have income?   □ Yes   □ No
    Is Suzie Smith employed part-time?   □
    Is Suzie Smith employed full-time?   □

Cancel   OK

To complete the **Income Questionnaire:**
- Answer each yes/no question.
- For each <u>employed</u> person, check if they work part time or fulltime.
- Click **OK**. This will take you to the **Income Sources** page to document income.

If the child is in foster care, on a child-only TANF grant or homeless and not living with a legal guardian, you will see this alternate popup.
- If this is incorrect, you can return to the **Step 1 - Verifications** page to correct the information by clicking on "Verifications."

Income Questionnaire

Notes
Child is a foster child, child-only TANF recipient, or homeless with no parent/guardian. No need to enter additional income

If the child's situation has changed, you can update their foster, child-only TANF, and homeless w/ no parent/guardian status from the Verifications page.

Cancel   OK

- If this is correct, click **OK**.
- This completes the **Income** section for these children. Go to **Step 4.**

Application Step 3b – Income Sources

The Income Sources page is where you document the types of income received by the family. You will need to complete this page separately for each parent/guardian who has income. If the family and income circumstances do not appear to match the options provided, please contact your supervisor. ECEAP Directors may contact their DEL ECEAP Specialist for clarifications.

To complete the **Income Sources** page of the Child Application:

- Choose this person's income sources. Be careful not to enter duplicates, such as pay stubs and a W-2 for the same job and same months.

- Choose the time period - the previous 12 months or the previous calendar year. You must always choose previous calendar year if your documentation is W-2 or tax returns.

- ELMS will provide **Income Calculation** fields for each income source selected.

- Note: According to the ECEAP Performance Standards, you must verify income for an entire 12 month period, whether for the previous calendar year or the previous 12 months. Do not take one month's income and multiply by 12.

- You must verify annual income for all families, even if you know the family has extenuating circumstances that qualify them to use one month's income for ECEAP eligibility. That step will be available on the next page.

- If more than one parent/guardian counted in the family size has income, click on **Next Report**.

- When all income is entered, click **OK**

Application Step 3c – Income Summary and Monthly Income

On this final income page of the Child Application, ELMS summarizes the annual family income and calculates the **Federal Poverty Level.**

To complete the **Income Summary** page of the Child Application:

- Review annual income amounts. Click Edit next to a parent/guardian's name if changes are needed.
- Make sure income is entered for each parent/guardian who has income and who is counted in family size.

> Under specific circumstances, Contractors may choose to use the previous month's or current month's income to determine eligibility, rather than the annual income.
>
> This applies <u>only</u> when a family's current income is significantly decreased from their annual income due to death, divorce, unexpected job loss or similar circumstance. The reason for this exception must be documented in ELMS. Annual income must still be verified and entered in ELMS, even if monthly income is used for eligibility.

- Answer "Does annual income accurate represent current family situation?"

  - "No" means that there has been a significant family event changing their income.

  - If no, decide if you want to evaluate recent or current monthly income for ECEAP eligibility.

  - Click **Add Income Report** if you want to enter one month's income in ELMS.

Once this is complete, ELMS will automatically choose the lower federal poverty level – annual or monthly – for calculating priority points.

Application Step 4 – Previous Enrollment

This page gathers information about a child's previous enrollment in ECEAP, Head Start or an early intervention program.

To complete the **Previous Enrollment** page of the Child Application:

- Answer the yes/no questions.
- If a child is on an IEP, complete the middle section.
- Answer the question about previous expulsions due to behavior.

Application Step 5 – Environmental Factors

The questions on this page help prioritize children for enrollment in ECEAP. Some are also counted in statewide statistics about who is served by ECEAP. These represent sensitive conversations with parents, so parent responses are optional.

To complete the **Environmental Factors** page of the Child Application:

- Check the box before any item that is true for the family. (Optional question)

- Enter the highest level of education completed by the parent/guardians counted in the ECEAP family size. (Reponses required)

Application Step 6 – Health Information

This page records children's health history, as reported by parent's at the time of application. After the child is enrolled in a class within ELMS, you can update this information in the Child and Family Updates section, Medical Status and Dental Status tabs. The information entered on Step 6 of the Application will roll over to those pages.

To complete the **Health Information** page of the Child Application:

- Enter the medical and dental information, and dates if known.

- Select the child's immunization status, at the time of application, based on state Department of Health definitions. You can read these definitions by clicking on each choice.

    o **Complete** - Child presented a signed Certificate of Immunization Status (CIS) form showing sufficient immunization dates to meet the schedule, or documented immunity.

- Exempt - Child presented a signed Certificate of Exemption (COE) form certifying that the child is exempt for one or more vaccines for medical, personal/philosophical, or religious reasons.
- Conditional - Child presented a signed CIS form that does not meet the requirements, but has proof of initiation or continuation of a schedule of immunizations AND is within the recommended interval for the next dose.

- Out of Compliance - Child does not have a signed, completed CIS form

- Out of Compliance - Child is not exempt but also has not received immunizations required for their age.

- Signed CIS is not yet evaluated

Application Step 7 – Priority Points

This page will tell you if the Application is complete or not complete. If incomplete, you will see:

- Click **View Incomplete Information** to see what is missing. You will see a page that lists missing data, such as this one:

- Enter the required information and click **OK**.

A completed Application looks like this:

Application For Sadie Smith   **(Application Year 2012-2013)**

1 Verifications — 2 Family Info — 3 Income — 4 Prev. Enrollment — 5 Env. Factors — 6 Health Info — 7 Priority Points

Application for Sadie Smith is completed.
West Valley Millwood Early Childhood Priority Points 99   Priority Level High
DEL Priority Points 99

Next Steps
Print application for signatures.
☐ Parent Does Not Wish to Add Child to Waiting List
Add Child to Waiting List(s)

< Previous   Save & Close   Clear   Next >

It includes:
- Priority points (see page 37)
- Priority level for ECEAP: High, Medium or Low based on priority point total

From this page you can:
- **Print application** for signatures.
- Add the child to one or more site **Waiting Lists.**
- **Save and Close**, if you are done working with this child's record for now.

> For each enrolled child, Contractors must retain a statement signed by a staff person certifying that they viewed and verified documentation establishing the child's eligibility for ECEAP and, to the best of their knowledge, the information entered in ELMS is true and correct.
>
> Contractors must retain a statement signed by a parent verifying that information used to determine eligibility is accurate. This statement can be printed from ELMS.

Cloning applications for twins/siblings

You can clone parts of the child application for age- eligible siblings.

- While completing the first child's application, be sure to enter the sibling's name as part of the household in Step 2.
- Finish the first application, and click on the sibling's name on Step 7 of the application to start the second application.

Locked Applications

You can change information in the Application until the child is enrolled in a class within ELMS.

After the child is enrolled in a class within ELMS, the application is locked.

If you find an error in an application after it is locked, email elms@del.wa.gov to request changes to a locked application. DEL staff can correct typos and other errors related to the family's eligibility.

If a family has a change of circumstances after the child is enrolled in class, we do not change the application. Those changes are entered in the Child & Family Updates section of ELMS.

Priority Points

Priority for entry into ECEAP is based on children's age, family income and research-based risk factors proven to impact school success. This is an equitable way to compare children to determine who to serve in the limited ECEAP slots, and to compare similar children's access to ECEAP across the state. Many ECEAP contractors have a schedule for accepting children, such as:

- Accepting children with 100 points for the next year on July 1.
- Then filling 90% of slots with children with 90 or more points on August 1.
- Then waiting until September 1 to fill the final slots in case high priority children show up later.

This is just an example!

You can view the DEL Priority Point chart, and learn about the point caps, at www.del.wa.gov/publications/eceap/docs/Priority_Point_Chart.xlsx.

ECEAP Contractors have the option to assign customized priority points for the environmental risk factor section of this chart. This decision is made at the contractor level by management staff, and is then applied to all Child Applications for that Contractor. For more information, refer to the ELMS Administrator manual. Both the customized Contractor priority points and DEL priority points are displayed on Step 7 of each child's Application in ELMS.

Sometimes there is one open ECEAP slot and more than one child with 100 points. If you sort the waiting list by points, it will rank children by underlying points before the point caps and by date the application was completed. This can help you choose which child to enroll.

At times, you may have information about a child or family that is not reflected by points. You may make the decision about which child to enroll based on this information as long as you maintain fairness. For example, you may know that one child is homeless in a dangerous situation, but they may have the same point total as another child in a more secure situation. If you enroll a child with lower points before a child with higher points, please explain in the Child Notes for the enrolled child.

Child Notes

You may want to record notes about a child's application. The **Notes** section was designed to allow you to enter text about a child prior to their enrollment in class. These notes can describe any unique circumstances regarding children's eligibility. It is also recommended to enter reasons for any changes made to a child's application. The notes can be viewed by anyone with access to the child record.

Access a child's **Notes** page from the Actions column on the Child Search page.

Waiting List

You can add children to one or more site Waiting Lists after they have completed Prescreens.

You can view site waiting lists from two locations:
- Select Waiting List, under the Child tab.
- From the Locations and Classes tab, select Site, then Waiting List.

In each case you will see a list of children with the following information:
- Child Name
- Child Age
- Priority Points
- Application Completed – Yes or No   (The word "No" serves as a link to the application)
- Date added to Waiting List
- A link or button to Enroll the child, if their application is complete)
- A link or button to Remove them from this waiting list if they are no longer available. Children are automatically removed from all waiting lists when enrolled in a class.

You can sort the lists in several ways, including by Priority Points, which is the default view.

Enrolling a Child in a Class

Before children can be enrolled in classes within ELMS:
- Their Child Applications must be complete.
- They must be on an ELMS Waiting List.

There are several locations in ELMS for enrolling children (see screenshots below):
- Enroll individual children from the Waiting List on the Child tab.
- Perform **Bulk Enrollments** from the Waiting List on the Child tab.
- Enroll individual children from the Classes & Waiting List page on the Site tab.
- Enroll individual children from the Child Search.

In each case, enrollment involves these steps:
- Make sure you are enrolling the highest priority children.
    - In unique situations, you may have information that causes a child with fewer priority points to be enrolled before a child with more points. DEL suggests documenting the reasons for this in **Child Notes** for the child you are enrolling.
- Select **Enroll.**
- Select the **Class**, making sure there are slots available.
- Enter the child's **Expected Start Date.**
- Enter the child's **Family Support Specialist.** If the family support specialist is not on the list, you may need to request that your ELMS Administrator add them to ELMS.

TIP: If you attempt to enroll a child and cannot find the class you want to enroll in, contact your ELMS Administrator. Particularly in the spring and summer, it is possible that the next year's classes are not yet set up in ELMS.

Enrolling Individual Children from the Waiting List on the Child Tab

- Select **Waiting List**, under the **Child** tab.
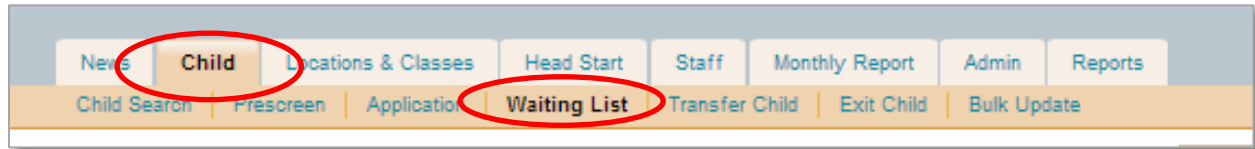
- Select the Site.
- Check if the child shows **Application Completed: Yes**. Then select **Enroll** next to their name.

- The page expands to show the location to select:
  - The **Class**, from the dropdown list that shows slots available.
  - The **Expected Start Date**.
  - The **Family Support Specialist**.

- Then click **Enroll** again. You will see a message stating enrollment was successful.

Enroll individual children from the Waiting List page on the Site tab

- Under the Locations and Classes tab, click the Site button and locate the site where you want to enroll, then select **# on Waiting List.**

Check if the child shows **Application Completed: Yes** then select **Enroll** next to their name.

- From the popup that appears, select:
  - The **Class**, from the dropdown list that shows slots available.
  - The **Expected Start Date**.
  - The **Family Support Specialist**.

- Then click **Enroll** again. You will see a message stating enrollment was successful.

Enroll individual children from the Child Search

You would only use this method when you know the names of the highest priority children.

- Under the Child tab>Child Search, in the **Child Status** field, select **Completed Application** and **On Waiting List.** Then click **Search.**
- Or, if you are seeking a specific child, search for the child by name.

- From the search results, find the child you want to enroll and click **Enroll** on the line with their name.

- Follow the steps above to complete the enrollment.

Over-enrolling

In ELMS, over-enrollment means that you are exceeding the number of ECEAP slots assigned to that class. For example, you may plan for two classes of 18 children at one site. Both classes are full and you have one more high priority child ready to start. You may over-enroll a class to include this child if one of these applies:

- You have available ECEAP slots at a different location, you will have 20 or fewer children in class and will maintain the required 1:9 adult to child ratio.
  - If you are moving slots between sites for the whole school year, contact your DEL ECEAP Specialist and change the site slot assignments within ELMS.

- You have funding to expand ECEAP slots from a source other than DEL, such as your county or school district. You will have 20 or fewer children in the class and will maintain 1:9 adult to child ratio. This practice is allowed by the state ECEAP statute.
  - In this case, only the DEL-funded slots are entered as Funded ECEAP Slots on your site and class information pages, but you may "over-enroll" with the additional locally funded slots.

ELMS will alert you, when you are enrolling a child, if this enrollment would cause the class to be over-enrolled.

Out of Ratio message:

If you attempt to enroll a child, and there is not enough teaching staff to maintain a 1:9 adult-to-child ratio, ELMS will show "Out of Ratio" in the Actions column.

- Click on the words "Out of Ratio" and follow directions to add appropriate staff before enrolling the child.
- Make sure that "Present during all ECEAP hours" checkbox is marked for all teaching staff. Otherwise they are not counted in the adult-to-child ratio.

During all class hours, classes must have:
- A minimum 1:9 adult/child ratio.
- No more than 20 children, including non-ECEAP children.

Transfer a Child

You are able to transfer a child if you have ELMS access to the site or class that they are transferring to. Your ELMS Administrator can transfer children between sites within your agency.

To ask to transfer a child in ELMS between ECEAP Contractors, email DEL at elms@del.wa.gov.

Limits to the **Transfer** function of ELMS
* Only children **Enrolled in Class** with an **Actual Start Date** can be transferred.
* Use **Exit** instead of Transfer if the child has not yet started class. In this case you **Exit** the child as "never attended" then re-enroll them in the new class.
* Use **Exit** instead of Transfer to move a child from a class to a waiting list.

There are several ways to begin a transfer.
* Locate the child in **Child Search** and select **Transfer** next to their name.
* Locate the child on the **Class Roster** and select **Transfer** next to their name.

This will take you to this **Transfer** popup.

* On the left, enter the **Last Date Attended** in the current class.
* Select the **New Site** and **New Class** on the right.
* Enter the new **expected start date.**
* Select the **Family Support Specialist** for the child.
* Click **Transfer Selected Children** on the lower right.

* If a class is already full or exceeds adult to child ratio, you will see this messagea message: appear in a box below the new site information.

Bulk Transfer

To transfer more than one child at once, use one of these methods.

- Locate children you want to transfer in **Child Search:**
  - Click the boxes to the left of their name.
  - Click **Transfer** on the right above the list of children.

- Or, on the **Child** tab, select **Transfer Child,** then **Identify Children to Transfer**.

  - Click the boxes to the left of their name.

  - Then click **Select Checked Children** at the bottom of the page.

This will take you to a Transfer popup with a list of children.

Child » Transfer Child

Transfer Child

To transfer one or more children, enter the child's last date of attendance for the current class, select the new site for the the classroom (can be the same site) and the new class, enter the expected start date for the new class, and select the family support specialist for the child.

Children may be excluded from transferring by clicking the exclude link in the upper right of the child area. Excluded children may be included in the transfer by clicking the include link in the same area.

Once all children to be transferred have all fields supplied, press the Transfer Selected Children button.

Edie Brown   Exclude Edie Brown From Transfer

Current Site: A.J. West Elementary   New Site: Elma School District ▼   Site Slots Available: 0 of 16
Current Class: Heggie PM   New Class: Elma 1 am (0 of 8) ▼   Expected Start Date: mm/dd/yyyy
Last Date Attended: mm/dd/yyyy   Family Support Specialist: ▼

⚠ **Enrollment Type**
     Class has exceeded available ECEAP slots; child will be transferred as an Over-Enroll slot.

Test Tester   Exclude Test Tester From Transfer

Current Site: A.J. West Elementary   New Site: Elma School District ▼   Site Slots Available: 0 of 16
Current Class: Heggie PM   New Class: Elma 1 am (0 of 8) ▼   Expected Start Date: mm/dd/yyyy
Last Date Attended: mm/dd/yyyy   Family Support Specialist: ▼

⚠ **Enrollment Type**
     Class has exceeded available ECEAP slots; child will be transferred as an Over-Enroll slot.

Clear List   Cancel   Transfer Selected Children

- Follow the instructions at the top of the popup.

- Once all required information is entered, click **Transfer Selected Children**.

Exit a Child

You must exit a child within ELMS when they are no longer attending class. Exit <u>all</u> children at the end of the school year, even if they are returning the following year.

There are several ways to begin an exit for an individual child.
- Locate the child in **Child Search** and select **Exit** next to their name.
- Locate the child on the **Class Roster** and select **Exit** next to their name.

This will take you to this **Exit** popup.

Exit Child

1. Complete all required sections.
2. Add the child to a waiting list if desired.
3. For children who attended 30 or more days, review and lock each page of Child & Family Updates, then click Save and Close to return to the Exit screen.
4. Then click "Exit Child."

Child's Name
Reason for Exit: | Parent Employment/Child Care needs ▼ | Describe Other
Actual Class Start Date: 9/4/13   Total Calendar Days **104 Days**   Review Child & Family Updates **Required**
Last Date Attended: 12/16/13
☑ Add to waiting list for this year   Site:

Exit Child   Cancel

- Select the **Reason for Exit**.
  - If you select "Never attended" as the Reason for Exit, the next two items -Actual Start Date and Last Date Attended - will be grayed out.

- Enter or confirm the **Actual Class Start Date** for this child. If you enter an actual start date, you are declaring that the child attended this class in person. Once this date is entered, it is not possible to exit the child with the reason "**never attended**". Do not enter an actual start date until the child has physically started class.

- Enter the child's **Last Date Attended**, the last day they were in class in person.

- If you want to return this child to a waiting list, check the box on the bottom left, and enter the **Site** name. If you do not check this box, the child will be listed in Child Search with Completed Application status.

- If the child attended less than 30 calendar days, this is complete and you can click **Exit Child.**

- If the child was in class for 30 calendar days or more, you will see **Required** under **Review Child & Family Updates** and the **Exit Child** button will be disabled.
  - Click on the word **Required** to open Child & Family Updates.
  - Follow the instructions at the top of the page to review and update the child's record before completing the exit.

Review Child & Family Updates

- Click on the number **2** at the top of the page.
- Review the page. Complete any missing information and make sure the page reflects your latest information.
- Click **Lock** at the bottom of the page. This will also close the lock icon at the top of the page for number 2.
- Click **Next** and repeat this process for steps **3, 4, 5**, and **6**.
- When the pages are all locked, click **Save & Close** at the bottom.
- This returns you to the **Exit** popup, where you can click **Exit Child.**

If the **Exit** process was started but not completed, your will see **Incomplete** under **Review Child & Family Updates** on the Exit popup. Click on the word **Incomplete** and proceed as above to complete the Exit.

Bulk Exit

At the end of the school year, you can exit all children in a class at once, using the **Bulk Exit** function. This is available on the **Monthly Report – Class** page and the **Class Roster** page.

- Select the children you would like to exit, then click on the **Select Checked Children** button.

Then follow the directions on the previous two pages to process the exits.

When all child records are ready to exit, click on the **Exit Children** button.

Moving Children Between School Years

Each year on April 1, children who are eligible for the following year will be automatically transferred to the next school year's waiting lists in ELMs.

In order to be automatically rolled over, the children must be on a waiting list, or enrolled in the first year as 3-year-olds.

Children will appear on the waiting list for the site they were enrolled the first year, or the sites for which they were on waiting lists.

After April 1, you can change your view of ELMS between the school year and see all the children who were successfully moved forward.

You can also <u>manually move individual child records</u> over if they weren't automatically moved by ELMS.
- Select the correct school year from the drop down list (where the record currently resides).
- Find the child record you wish to move.
- Make sure the child was a 3-year-old in the first year.
- Add the child to a site waiting list.
- If prior to July 1, notify your ELMS administrator that you would like the record moved forward. They will need to use the Move function from the Admin tab of ELMS.
- If July 1 or later, notify elms@del.wa.gov that you would like the child moved forward.

If a child record was rolled over to the new year, and needs to be enrolled in the current school year, an ELMS Administrator can switch the application back to the current year.
- For example, you may complete a child application for year 2 and put the child on a year 2 waiting list. Then a space becomes available for the last six weeks of year 1 and you want to enroll the child in that space. Contact your ELMS Administrator to move the child backwards.

A Note about School Years
Each time you enter ELMS to work with a child's record, make sure that you are in the correct school year. You can see the school year dropdown menu in the upper right of your screen.

How ELMS handles child records between school years

This explanation refers to "Year One" and "Year Two" – two consecutive school years such as 2013-14 and 2014-15.

Children who were 4 years old as of August 31 in Year One

These are children who will no longer be age-eligible for ECEAP in Year Two.

- If the child was ever enrolled in an ECEAP class or on the waiting list, their record stays in ELMS attached to Year One. Their records will continue to be available to view after June 30.
- If never enrolled or on a waiting list, this child's ELMS record is deleted on June 30 of Year One.

Children who were 3 years old as of August 31 in Year One

These are children who will be age-eligible for ECEAP in Year Two.

- If the child was enrolled or on the waiting list, their record automatically rolls over to the Year Two waiting list on April 1st.
    - They are on the Year Two waiting list as a 4 year old. They've been assigned the additional priority points for their age.
    - If they were enrolled at any time in Year One, their application is complete and you can enroll them in a Year Two class with no additional verification. On the Year Two waiting list, these children's records say "Application Completed: Yes" and the enroll button is available.
    - If they were never enrolled in Year One, you must complete the application and/or re-verify eligibility before enrolling them in Year Two.
        - From the Year Two waiting list, click on the "No" next to "Application Completed." This opens the application and you can complete it.
        - When the application complete, click Save and Close
        - Then return to the Year Two Child Search or Waiting List to enroll the child.
- If a child was never enrolled or on a waiting list in Year One and you want to enroll them in Year Two:
    - Find their record in Child Search in Year One and put them on the Year One waiting list first.
    - Ask your ELMS Administrator to move the child to Year Two in ELMS:
        - Open the Admin tab of ELMS. (ELMS Administrators only)
        - Select Move Child Between Years from the submenu.
        - Find the child on the Move Child to Next Year list. Click Move.
        - Then the child record is available on the Year Two waiting list.
        - After June 30, you must contact elms@del.wa.gov to move a child between years.

- If a child is on the waiting list or enrolled in Year Two, and now you want to enroll them in the last few months or weeks of Year One, contact your ELMS Administrator to move the child record backwards.

Enrollment Reports

ELMS has several reports to help you manage enrollment. These are available on the **Reports** tab.

- **Child Demographics**
  This report shows detailed information about the characteristics of children and families. You can search for current enrollment or cumulative enrollment.

- **Class Roster**
  This report lists child names, birthdate, first language, parent name and contact information, with space for staff to add notes.

- **Enrollment by Child**
  This report lists children with their age, poverty level, IEP status, priority points and first and last days attending class. It includes children with expected or actual start dates. It excludes children who were exited as never attended. If you select the cumulative version of this report, it will also list children who attended then exited.

- **Enrollment Count**
  This report counts the total number of enrolled children, as well as by age, IEP and over income status. It includes children who have started class and children with an expected start date in the future. Children who never attended class are subtracted from this report.

- **Enrollment Maintenance**
  This report shows the date each site reached full enrollment. It includes children with "actual start dates" only. It shows the number of slots that have been vacant for more than 30 days.

- **Monitoring Dashboard**
  This report is an overview of compliance with specific ECEAP Performance Standards. It only counts children with "actual start dates."

- **Site Enrollment Contacts**
  This is a list of all ECEAP sites in Washington by city, with enrollment contact information.

- **Waiting List Count**
  This report counts children on waiting lists by site, contractor, or statewide totals.

For each report:
- Select the school year.
- Enter other parameters as needed, to refine your report.
- Click **Run Report.**

- Once the report is open, you can click this icon at the top of the page, to export the report to Excel or create a pdf to save or print.